

## **FIRE PREVENTION CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This is advanced technical and responsible supervisory and administrative work in planning and conducting the City's program for fire prevention and the control of associated hazards, including the conducting of related informational and educational programs. Work responsibilities include evaluating the adequacy of existing laws, ordinances, and standards, recommending needed changes therein in the light of local conditions, and planning an enforcement and educational program in support of the maintenance of standards. The incumbent directly supervises and evaluates the work performance of all subordinates assigned to the fire prevention and investigation function. Work is performed under general direction of the Fire Chief and is evaluated through appraisal of morale and performance of the work force and through conferences, review of performance data and reports, and observation of services.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages and directs the activities of the fire prevention division.

Analyzes community circumstances in relation to the nature and severity of fire and related hazards; evaluates the need for changes in applicable laws, regulations, ordinances and standards; recommends revisions as appropriate.

Plans, assigns, supervises and evaluates the work of all subordinate personnel in reviewing plans and plats, conducting inspectional activities, and planning and conducting public educational programs, and investigating cause of fires.

Plans and recommends the fire prevention and investigation budget for operating and capital outlay purposes, and participates in the development of departmental policies and procedures and in general departmental program planning.

Meets with architects, engineers, developers, and their representative regarding the application and interpretation of laws and standards; recommends compliance procedures and enforcement actions as necessary; prepares reports of unusual and complex enforcement situations as well as reports of the results of continuing enforcement and informational programs.



Participates with other principal officers of the department in planning and conducting programs for improved fire prevention and protection against related hazards.

Supervises and participates in arson investigations; prepares reports; prepares recommendations for formal action; may appear in court.

Conducts internal affairs and applicant background investigations on behalf of the Fire Chief.

Plans, assigns, supervises, and evaluates the work of prevention inspectors and investigators; provides training; and inspects personnel and equipment.

Prepares news releases and coordinates fire prevention program coverage with news media.

Resolves grievances; handles personnel problems; maintains discipline and good order and morale in the workplace; approves leave requests; and recommends disciplinary action.

Responds to fire alarms or other emergencies as required.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must be a regular employee in good standing in the class of Fire Inspector II or Fire Investigator II.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

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